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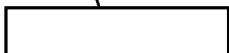
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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC HANDBOOK
NO. 10-35-2

SECURITY
9 January 1964

25X1



EMERGENCY EVACUATION PROCEDURES

25X1

1. The following procedures are designed to cover the mass evacuation of [redacted] in case of fire or other emergency requiring all persons to leave the building. A separate directive sets up procedures for taking shelter within the building in case of possible enemy attack.

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2. [redacted] is divided into three roughly equal vertical sections, each section having a stairwell and an elevator shaft. There are fire doors in the main corridor on each floor between the sections. All vault doors, both regular entrance and the emergency-exit doors, open into these main corridors. Only stairways and corridors are to be used in an emergency evacuation, as a power failure could disable the elevators.

3. When an alarm is sounded by means of fire bells located throughout the building, all persons shall leave the building promptly after securing their respective work areas. Each employee is responsible for knowing both a primary and a secondary route for leaving his own work area and getting to the main corridor. Evacuation from the building shall be as follows:

a. Persons in offices and vaults with doors leading into the corridors of the north section of the building shall descend by the north stairway to the first floor where they will leave the building by the emergency-exit door at the north end of the corridor.

b. Persons in offices or vaults with doors leading into the corridors of the center section of the building shall descend by the center stairway to the first floor where they will enter the lobby through the emergency-exit door at the foot of the stairs, and then leave the building by the front or main doors.

c. Persons in offices or vaults with doors leading into the corridors of the south section of the building shall descend by the south stairway to the first floor corridor, whence they shall proceed to the emergency-exit door at the southeast corner of the building adjacent to the Annex.

*rec. by 10-35-10
dated 12 May 67*

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GROUP 1
Excluded from automatic
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d. Persons in offices or vaults on the 6th floor will normally descend by the north stairway and exit the building as described in paragraph 3a above. However, should the north stairway be blocked by fire or smoke, 6th floor personnel should use the alternate stairway located off the corridor in the southwest portion of the 6th floor. This stairway does not lead to the first floor of the building, but terminates on the 5th floor; therefore, once the fifth floor is reached, personnel should proceed south to the Center Stairway and exit the building as prescribed in 3b above.

e. Persons not in their offices at the time an alarm is sounded shall not return to their offices but will promptly depart from the building via the route designated for the area in which they are at the moment located.

f. Persons in the GSI Cafeteria at the time an alarm is sounded shall exit the cafeteria by the double glass doors at the south end of the cafeteria and pass out of the building through the main lobby and the front doors.

g. Visitors in the building at the time of an alarm shall be escorted by the NPIC personnel responsible for them.

h. The first persons to arrive at a first floor emergency-exit door will open it, and then stand by to prevent unauthorized entrance by anyone until relieved by the Exit Warden or by a GSA Guard or a Security Officer.

4. Building badges need not be shown upon leaving the building in an emergency evacuation, but will be retained by employees and must be displayed to regain admittance when the "all clear" is sounded. Those persons who have lost or misplaced their building badges will be required to process through the receptionist at the main entrance.

5. Upon departing from the building in an evacuation, all persons will proceed directly to the vicinity of the nearest fence, except for those persons leaving through the door at the north end of the building; this latter group will proceed to the fence at the northwest corner of the grounds. All persons are cautioned to leave lanes for firemen and fire-fighting equipment to pass through without obstruction or delay. Upon reaching their respective rally areas, personnel will remain there until the "all clear" or other order is given by those directing the evacuation.

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6. When ordered to return to the building, personnel will enter through the same doors utilized for exiting. Persons who do not have their building badge will re-enter through the front or main entrance and process through the Building Receptionist.

7. Evacuation Wardens will be designated as set forth in paragraph 8. Such wardens will have duties as follows:

a. Vault or Area Warden: A person designated as a Vault or Area Warden will assist in evacuating his assigned vault or non-vault area, and will secure it after he has checked to see that all persons are out of the vault or area. If an active fire is burning within his vault or area, the Vault or Area Warden will stand by at the entrance and guard it until relieved by a GSA Guard or a Security Officer. Otherwise, he will secure the vault doors or the area doors, check to see that all persons have left the main corridor in his section of the building, and then report completion of the evacuation to the Security Officer on [redacted] [redacted] using the nearest corridor telephone. It is not required that any security alarm be activated in an emergency evacuation.

b. Stairway Warden: A person designated as a Stairway Warden will proceed immediately to the stairway in his section to direct the orderly egress from his floor, or to direct personnel to another stairway if his is blocked by smoke or fire. The Stairway Warden should proceed to his post upon sounding of the evacuation bell, leaving the securing of his work space to someone else. He will remain at his post until the Vault Warden tells him that the areas and corridors have been evacuated, then he will depart from the building.

c. Exit Warden: A person designated as an Exit Warden will proceed immediately to his assigned post upon sounding of the evacuation alarm, leaving to someone else the task of securing his work space. He will open the exit doors, if not already open, and then stand by to supervise the exit and prevent entry by other than fire-fighting and security personnel. He will remain at his post unless and until relieved by a GSA Guard or a Security Officer. When the "all clear" is sounded, he will admit only those persons displaying appropriate building badges. He will direct persons without badges to the main entrance and the Building Receptionist.

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8. Staff and Division Chiefs shall appoint the following Wardens:

a. A Vault Warden and an Area Warden for each vault and for each non-vaulted area within their respective jurisdictions. Also, one or more Alternate Vault and Area Wardens shall be appointed to assist the Warden and act for the Warden if he is not immediately available when the evacuation alarm sounds. A listing of such Wardens and Alternate Wardens shall be furnished the Chief, Security Branch, NPIC.

b. A Stairway Warden and an Alternate Stairway Warden for the stairs in their respective sections as indicated below.

- (S) (1) Administrative Staff for the North Stairway, 6th floor.
- (2) Operations Staff for the South Stairway, 6th floor.
- (3) Army/SpAD for the North and Center Stairways, 5th floor.
- (4) DIA for the South Stairway, 5th floor.
- (5) Plans and Development Staff for the North Stairway, 4th floor.
- (6) Publications Division for the Center Stairway, 4th floor.
- (7) Collateral Support Division for the South Stairway, 4th floor.
- (8) Photographic Intelligence Division for the North and Center Stairways, 3rd floor.
- (9) Photographic Analysis Group for the South Stairway, 3rd floor.
- (10) Technical Intelligence Division for the North Stairway, 2nd floor.
- (11) Production Services Division for the Center and South Stairways, 2nd floor.

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c. An Exit Warden and an Alternate Exit Warden for the First Floor Emergency Exits as indicated below. Names of such Exit Wardens shall be furnished by memorandum to the Chief, Security Branch, NPIC.

(1) Administrative Staff for the North Emergency Exit. (S)


(2) Production Services Division for the Center Emergency Exit at the foot of the Center Stairway and for the Southeast Emergency Exit.

The Security Branch will be responsible for the turnstile area at the Main Entrance.

9. Attached is a list of WHAT TO DO when the Fire Bell or the Evacuation alarm sounds. Each employee should remember the essentials of this list and keep it at hand for ready reference and periodical re-reading.

10. A plan of the building by floors showing the routes of exit and the location of fire doors is attached so that all personnel may orient themselves as to which route they are to use in an emergency.

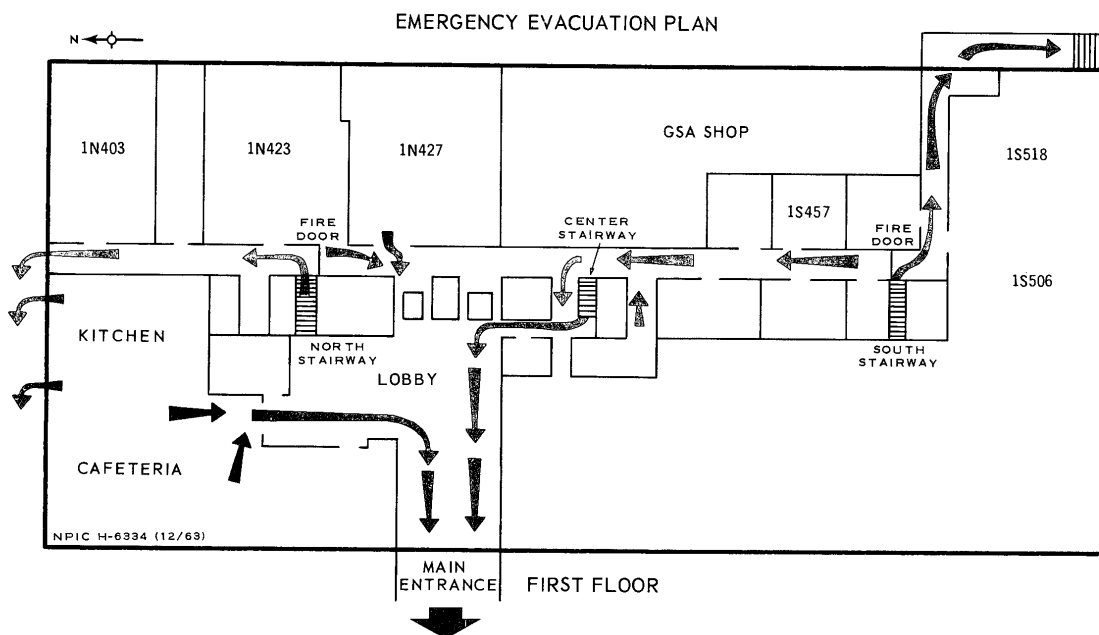
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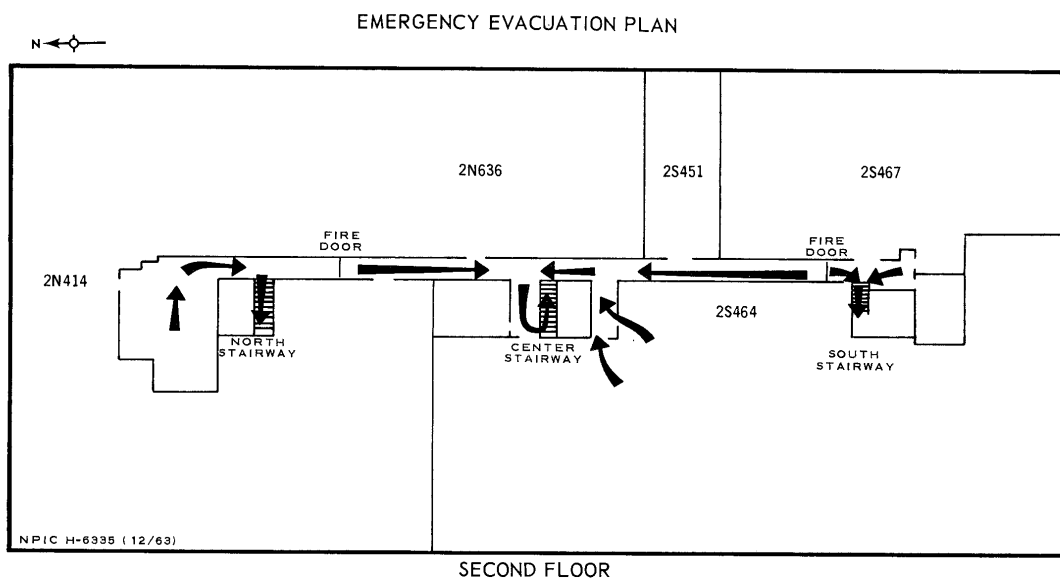

Executive Director

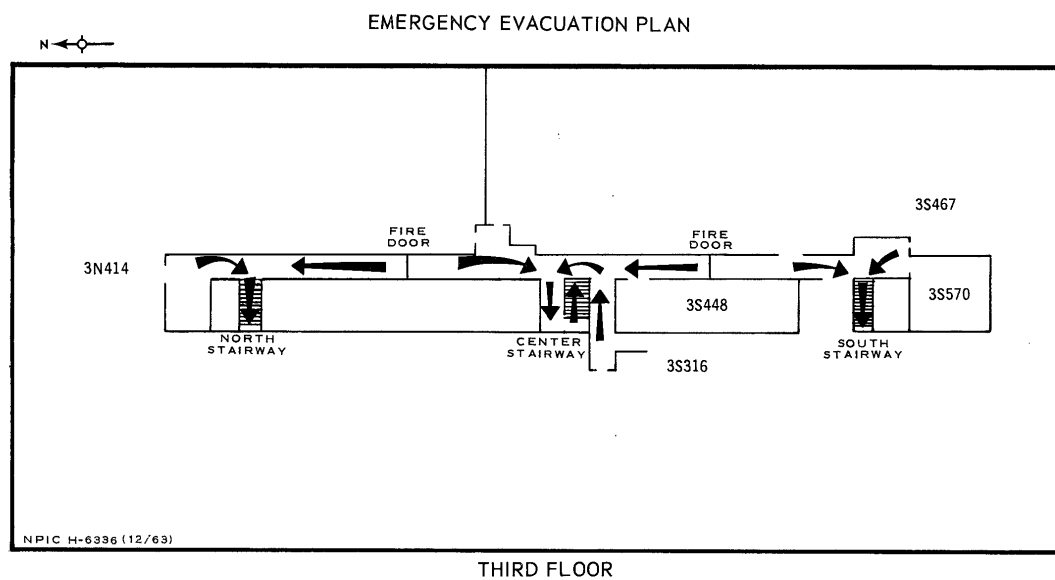
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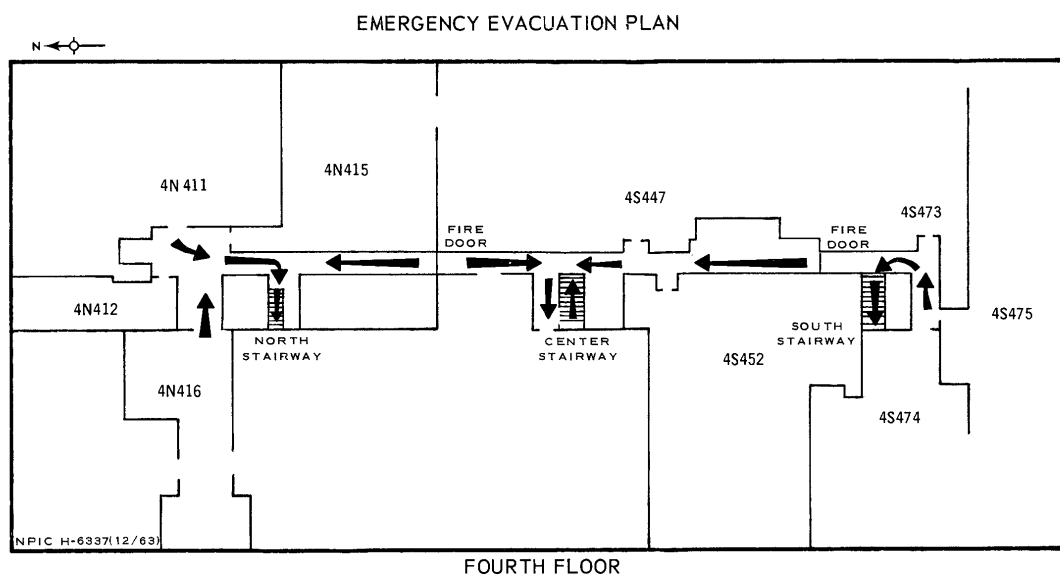
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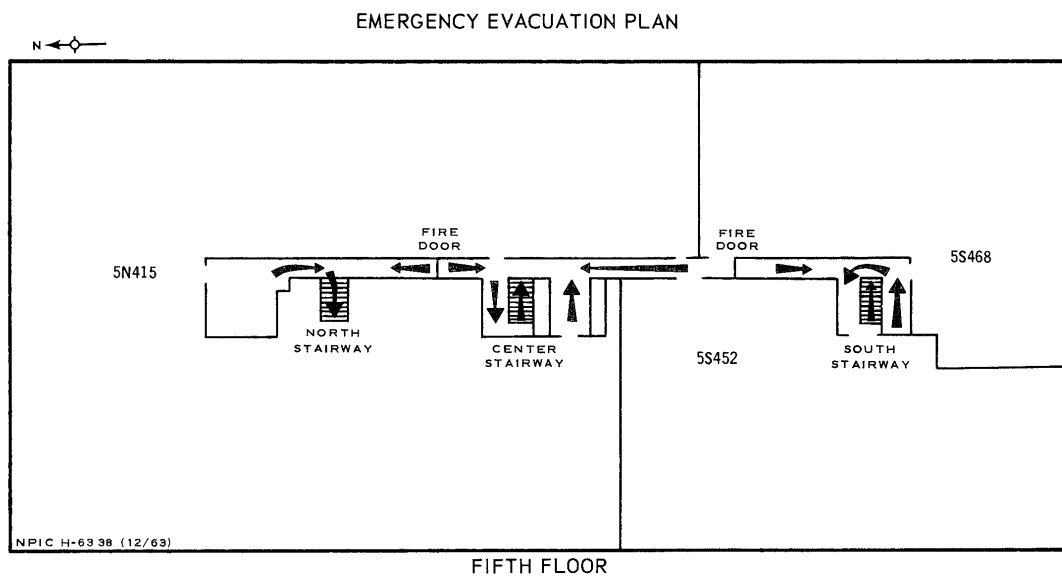
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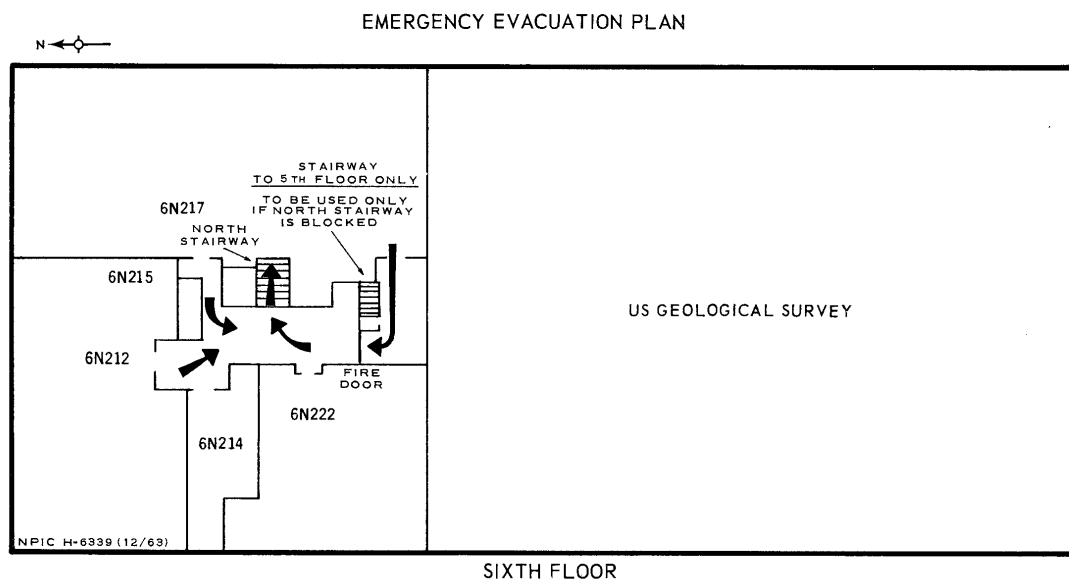












Revised

W H A T T O D O

WHEN THE FIRE BELL OR EVACUATION ALARM SOUNDS

PART I

EMPLOYEES IN VAULTED AREAS WILL TAKE THE FOLLOWING ACTION:

1. Do not use telephone following sounding of alarm.
2. Disconnect electric appliances.
3. Obtain outer clothing.
4. Wear building badge in plain sight.
5. Escort visitors.
6. Walk to assigned stairway and descend. Third and Fifth Floor personnel keep to the right; Second, Fourth and Sixth Floor personnel keep to the left.
7. Vacate the building and report to respective rally areas with visitors.
8. Await "all clear" in rally areas. Do not wander from the rally area.

PART II

EMPLOYEES IN NON-VAULTED AREAS WILL DO ALL OF THE ABOVE PLUS:

1. Secure own work area and all classified materials
 - a. Store classified material -- documents, waste, etc.
 - b. Check floors, desks, table-tops, equipment, etc.
 - c. Lock all combination locks and safes.
2. Secure any adjoining work area if regular occupant is not there.

PART III

WHEN THE "ALL CLEAR" SIGNAL IS GIVEN, EACH EMPLOYEE WILL:

1. Re-enter the building.
2. Exhibit building badge to Exit Warden, Guard or Security Officer.
3. Return to respective work areas via elevators and stairways.

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC HANDBOOK
NO. 10-35-2 (Revision)

SECURITY
3 April 1964

25X1

MODIFICATION OF EMERGENCY EVACUATION
PROCEDURES

1. Experience obtained from the evacuation drill held in early February and the actual emergency evacuation which occurred later that month has indicated the need to further expedite the orderly egress of personnel from the building in an emergency. Accordingly, the evacuation procedures issued 9 January 1964 (NPIC Handbook 10-35-2) are hereby modified to eliminate the requirement for employees located within a vaulted area at the time of an alarm to "secure" their classified material prior to leaving the building.

2. Henceforth, when an evacuation alarm sounds, personnel within a vaulted area will leave the building immediately. They will not delay by storing or covering classified material. Vault wardens and their assistants will, as heretofore, secure all vault doors after personnel have evacuated. Security alarms need not be activated.

3. This change in no way affects those employees who occupy open (non-vaulted) areas. The requirement for the storing of classified materials in these areas is not changed.

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4. The attached "What To Do" has been rewritten to reflect the above changes and should be substituted for the instruction sheet accompanying the Handbook.

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Executive Director

Enclosure
What To Do

Distribution: No. 4

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